

EXHIBIT A SCOPE OF WORK

The Contractor will provide a range of human resource and related management services including but not limited to the following: Job Analysis; Classification and Compensation analysis; Organizational Development and Business Process Analysis. Examples of the projects that may be completed with this contract are as follows:

- Completion of the Senior Mechanical Engineer review project
- Revision of various CEA positions
- Review of the EGSPS classifications and revision of related allocation guidelines
- Completion of a study and preparation of a classification request package to consolidate Office Managers I & II levels into a single level
- Provide advocacy and/or control agency Q&A services as DPA reviews the classification request that was submitted at the end of calendar Year 2010 to establish a new Energy Facility Siting Specialist (EFSS) (Parenthetical) class series to replace the Planner, Energy Facility Siting series
- Provide input to SPB/DPA on the consolidation of 24 Scientific classes from 24 to 4

Task 1 – Project Kick Off Meeting

- Energy Commission Contract Manager will meet with the CPS Project Manager to discuss the project requiring CPS analysis and review. The discussion will include a written problem statement and/or action needed. The CPS Project Manager will provide a proposed schedule for completing the analysis, describe the final product or report to be delivered to the Energy Commission Contract Manager, and a proposed budget (hours) for completing the analysis and final product/report.

Task 2 – Project Analysis and Status Reporting

- The CPS Project Manager and Project Consultants will perform their analysis, meet with subject matter experts and conduct other work deemed necessary to compile data and complete analysis.
- The CPS Project Manager will provide regular written status reports to the Energy Commission Contract Manager to keep them apprised of the progress on the analysis and identify any issues or concerns that may impede or delay the schedule. The status reports will be no less than monthly.

Task 3 – Final Report, Recommendations, Implementation

- The CPS Project Manager will deliver the final report/work product to the Energy Commission Contract Manager. CPS will provide supporting documentation for this analysis, assumptions and recommendations as needed.

The CPS Project Manager and Project Consultants will be available to brief Energy Commission management and other interested parties, if needed. CPS will make necessary changes to the final report/work product per the direction of the Energy Commission Contract Manager.